



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE:

PERSONNEL PROGRAM ADVISOR (PPA)
(WILL CONSIDER STAFF SERVICES MANAGER II APPLICANTS)
(Note: Limited Term positions may be converted to permanent status at a later date.)

SALARY:	\$6173-\$6808	POSITION NUMBER:	363-221-5318-001
TENURE* /TIME BASE: (Example: Permanent/Full-time)	Limited Term/Full-Time (12 months) (Funding may be approved for additional year.	FINAL FILING DATE:	UNTIL FILLED

Come join the efforts to improve Human Resources in State government. Apply to be DPA's management representative and Human Resources (HR) program expert consultant on the 21st Century (TFC) Project. The TFC Project is a collaborative statewide effort led by the State Controller's Office to replace the current HR and Payroll systems. *This position is excluded from Collective Bargaining and receives Excluded benefits. In addition to FREE PARKING, this job is conveniently located within walking distance of Ikea, Super Wal-Mart and Home Depot. Positions may be eligible for 5 percent **annual retention** pay.*

DUTIES

Under the general direction of the Chief, Classification and Compensation Division, this position is responsible for directing DPA staff assigned to the TFC Project's Organizational Readiness (OR) Team, the team involved in activities designed to mitigate people-related challenges and reduce resistance to change by promoting awareness, understanding, and acceptance of the new system with all stakeholders. This position will manage activities in the following areas:

- **DPA/HR Programs** – Activities that will address any impact to the classification and pay system and Human Resources (HR)/labor relations policy and business practice. These activities include working with DPA program staff to facilitate changes to the HR classification structure, roles and responsibilities; develop and negotiate laws, rules, policy, and contract changes; provide program expertise in all HR functional areas of the project; facilitate issue resolution on all DPA issues; and communicate policy and law changes to all State departments through formal and informal documents and meetings.
- **Labor Relations** – Activities that will facilitate labor relations activities associated with the Project. Work with DPA Labor to manage these activities including: educate the unions on the Project scope, identify alternatives and make recommendations to minimize labor concerns and issues, and take appropriate action and/or advise (i.e., meet and confer, notice) employee unions of anticipated HR/Payroll changes and impacts to the HR and State workforce.
- **Mobilization and Alignment** – Those actions and tasks that mobilize and align leadership around the project vision, and assess and manage risk and readiness for change.
- **Workforce Transition** – Those efforts that build an effective workforce/workplace transition program and future-state model while continually assessing and addressing the State's readiness for change.

DESIRABLE QUALIFICATIONS:

Key qualities for success in this position include: strong project management, leadership and team building skills; experience in classification & compensation, labor relations in either a control agency setting or in a line department; the ability to exercise a high degree of diplomacy, professionalism, initiative and independence;

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

flexibility and willingness to accurately assess issues, think creatively to provide the best possible solution and thrive in a fast paced environment.

WHO MAY APPLY:

Applicants who have status as a Personnel Program Advisor or a Staff Services Manager II (SSM II), or have promotional list eligibility for PPA; or have transfer eligibility for PPA or SSM II. Only the most qualified applicants will be interviewed.

SUBMIT APPLICATIONS/RESUMES TO:

Marianne Hardin, 21st Century Project, Telephone (916) 376-1986, Department of Personnel Administration, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814. E-mail address: mhardin@sco.ca.gov or MarianneHardin@dpa.ca.gov
RPA # 08-061

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.